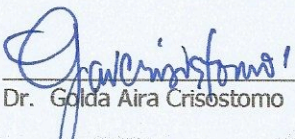


Procedure No:	ADM-PROC-LRC-0004
Procedure Title:	Research Grant Application Procedure
Related Policy:	ADM-POL-LRC-0003 Research Grants Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Letran Research Center
"Supersedes" Notification:	
Procedure Description:	This procedure is designed to detail the application, processing, approval and release of research grant applications.
Areas of Responsibility:	Letran Research Center
Procedure Details:	<p>Step 1. Qualified employees who wish to avail of research grant from the Colegio should submit the following to the Center</p> <ul style="list-style-type: none"> ➤ Research Proposal (3 printed copies) ➤ Letter of Application ➤ Endorsement from the Department Head ➤ Detailed Budget Proposal ➤ Timetable of the Study ➤ Curriculum Vitae. <p>Step 2. The Center subjects the research to a three-man screening committee for evaluation.</p> <p>Step 3. The committee shall make recommendations and decide whether the research would be valuable for funding.</p> <p>Step 4. The applicant shall be informed of the findings and recommendations of the committee.</p> <p>Step 5. If the research was recommended for funding, the Center endorses the paper to the Rector and President.</p> <p>Step 6. The Rector and President holds the final decision of whether to approve or disapprove the research application.</p> <p>Step 7. The Center schedules the Memorandum of Agreement (MOA) signing of the research paper.</p> <p>Step 8. After the MOA signing, the Center processes the payment request.</p> <p>Step 9. The Center ensures that the researcher abides by approved timetable of the study. In case the researcher fails to follow the approved timetable of the study, his annual /semestral clearance shall be put on hold. Researchers who fail to comply with the provisions of the MOA, shall be compelled to surrender the full amount of the research grant.</p>
Procedure Approval Authority:	Director of the Research Center
References:	
Definition:	
Help Page:	Letran Research Center
Prepared by:	Planning, Funding and Development Office
Approved by:	 Dr. Golda Aira Crisostomo
Date of Approval:	

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